

S-E-C-R-E-T

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140102-9

## REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/OS-3

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE  
OF  
REPORT

STATISTICAL

☒ NARRATIVE☐ MACHINE-NAME LISTING

## Completion of Training Reports

3. FUNCTIONAL AREA

PERSONNEL

☒

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

As Needed (end of each program)

6. DISTRIBUTION (No. of components not  
number of copies)

2 (ops School &amp; DDP/TRO)

7. FORMAT (memorandum, form  
computer print-out, etc)

Memo

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OTR Notice 25-2, March 1961

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OTR/OS/ALT

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

0

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	11.00		2		22.00		ca. 130		2860.00
GS- 7	4.50		1.5		6.75		ca. 130		877.50

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

3737.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This is essential information to evaluate the performance of the trainee. To do it in  
a different way would be more costly.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS    ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

MAN-HOURS

0

DOLLARS

0

STAT

16. DATE OF INVENTORY

5 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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Chief, Operations School/IR

18. EXTENSION